

0577-1
File

INSTRUCTION NO.
LI 43-200-2

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RECORDS
14 November 1955

SUBJECT: Correspondence Control Procedure

RESCISSION: [REDACTED] dated 6 February 1953

REFERENCES: a. LI 110-2-1, Preparation & Processing of Dispatches
b. LI 90-400-1, Cable Procedure
c. [REDACTED] Correspondence Procedure
d. [REDACTED] Secret Procedure
e. LI 42-200-1, Procedure for Handling of [REDACTED]
Correspondence

25X1A

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1. GENERAL

This Instruction provides for a continuing system of correspondence control and logging for the Office of Logistics through use of Form No. 35-1 (to be redesignated Form No. 238), "File and Routing Slip", hereafter referred to as "Control Ticket".

2. DEFINITION

For the purpose of this Instruction, correspondence is intended to mean memoranda, letters, cables, dispatches, reports, and such other official documents as may require logging and control.

3. SCOPE

- a. All correspondence received from outside the Office of Logistics (other than as excepted in paragraph 4.a.) will be received by or referred to the Records and Services Branch, Administrative Staff, for recording and/or routing.

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Class. Changed To:	TS S C
Auth:	HR 70-2
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- STATINTL
- b. Divisions and Staffs will continue the control of incoming documents within their respective components by use of copies of Form No. 35-1, and will prepare Form No. 35-1 for outgoing correspondence.
 - c. Inter-Division and Staff correspondence will bear "Control Tickets" (Form No. 35-1) and will be routed through the Records and Services Branch for assignment of control number.
 - d. Correspondence prepared and signed at Branch or Division level for transmission outside the Office will bear Form No. 35-1 "Control Ticket" or will otherwise be logged to comply with Regulation No. [REDACTED] paragraph O (2), which requires logging at the initial point of receipt in an Office, or the final point of dispatch when leaving the Office.
 - e. All material bearing "Control Tickets" routed between Divisions or Staffs will move through the Records and Services Branch, and material routed between Branches will move through the Division control point.
 - f. Unnecessary and duplicate logging will be avoided whenever possible. No other logs will be maintained on material bearing "control Tickets", except as prescribed in the Top Secret Control Procedure.

4. EXCEPTIONS

- a. Enclosure 1 is a list of specific types of correspondence which are excepted from the Form No. 35-1 control by reason of the nature of the material, or the fact that other posting, numbering, or recording serves as adequate record and control.
- b. The exceptions listed do not apply if material is accompanied by memoranda requiring special attention or action.
- c. Any exceptions other than listed above will be approved by the Area Records Officer.

5. PROCEDURE

- a. Enclosure 2 illustrates the flow of copies of "Control Tickets", and the blocks or spaces of the specimen form are numbered 1 through 16 with the following specific instructions for preparation of the respective blocks as numbered:

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- (1) "Control No." - This space is reserved for use of the originating Division or component as a sequence of numbers for outgoing correspondence, prior to assignment of Office of Logistics control number in Space (4). Use of this space is optional.
- (2) "Sec. Class" - Insert security classification of the document. The "Control Tickets" will be protected as though bearing the classification of the document.
- (3) "Origin" - Enter organizational symbol of the originating component, including Division, Staff, Branch, etc. Example: SD/SCB/ [REDACTED]
- (4) "File No." - This space is reserved for use of the Records and Services Branch. The number assigned will indicate the Office, the calendar year and document control number. Example: OL 5 4694.
- (5) "Date of Mat." - This space is for the actual date of the document. If the date of the document is to be inserted at a later time, this space must be left blank. If it is desired to indicate the date the material is typed, this may be added in blank space under subject.
- (6) "Date Rec'd." - This indicates the date initially received in the Office of Logistics, Administrative Staff, Records and Services Branch.
- (7) "Date Out" - Indicates "Date Due Out" and is used by the Records and Services Branch to indicate the suspense date when appropriate.
- (8) "Routing" - This space is not used in the OL control system.
- (9) "Cross Reference" - This space may be used for cross referencing to other correspondence, cable or dispatch number, and for indicating component where filed, or identification of subject or project where filed.
- (10) "Subject" - Insert subject as appearing on the document, plus any additional information useful or helpful in identifying documents.

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- (11) "To: From:" - Although no printed space is provided at present, below "Subject" insert to whom correspondence is addressed and from whom it emanates (this is the signer, not necessarily the originator).
 - (12) "Routing - Time Out" - Insert only the organization symbol of the first channel or routing of the correspondence. Each recipient will insert the next successive channel or routing. The Records and Services Branch (Registry or Mail Room) need not be shown on routing, unless a document is assigned there for action other than recording and transmitting. "Time Out" is to indicate date out to the point of routing.
 - (13) "Defer Action Until" - This space is not used in the OL control system.
 - (14) "Answered" - When appropriate, insert here the date reply prepared, and dispatch or cable number of reply if applicable. (See paragraph b. below for procedure on replies to documents bearing a correspondence control number).
 - (15) "No Reply" - The component to which charged will indicate by initials on the Number 1 copy of Form No. 35-1 when no reply to the document is required. This will enable the Records and Services Branch to relieve suspense and file control ticket as a completed action.
 - (16) "Courier No." - This space may be used for recording the number of the courier's receipt when dispatched outside the Office.
- b. Replies to documents which bear a correspondence control number will not be assigned a different number; nor is it necessary to prepare an additional set of control tickets if space permits all necessary entries. The letter "A" to indicate "answer" will be added to the existing number and inserted opposite the first routing applicable to the answer. When sufficient copies of the control ticket are not available or the subject has been supplemented, an additional set of control tickets may be prepared, bearing the original control number, plus the letter "A". Example: OL 5 555-A (See enclosure 3).
- c. When copies 4, 5, and 6 have been detached and additional copies are needed, a second series of control tickets will be made, duplicating information on the first series, and adding "2nd. series" to the number indicated in space (4). The routing will be a

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continuation of the first series.

- d. The No. 1 copy of the "Control Ticket" will remain attached (not stapled) to the upper left corner of documents until dispatched outside the Office or filed. When such action is completed, the No. 1 copy will promptly be forwarded to the Records and Services Branch to complete the record. The component to which last charged is responsible for the document until relieved of responsibility by routing through the Division or Office control point for charging to another component. When documents are hand-carried by operating personnel to points outside the Office, the appropriate control point will make notation in space (12) as to the component to which delivered, the date of delivery, and name of person hand-carrying the document.
- e. Division, Staff, and Branch copies of the "Control Tickets" may be filed numerically (which is also chronologically), by source, or by subject as best fits the needs of the component.
6. Referenced Instructions specifically covering cables, dispatches, and Top Secret material shall be adhered to and the provisions of this Instruction are not intended to conflict therewith.

FOR THE DIRECTOR OF LOGISTICS:

STATINTL


Chief, Administrative Staff, OL

3 Enclosures

STATINTL

OL/AS/R&S: :mel

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ENCLOSURE 1 to
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TYPES OF DOCUMENTS EXCEPTED FROM THE FORM 35-1 CONTROL PROCEDURE

1. Requisitions
2. Purchase Orders and Vouchers
3. Contracts and Leases (except as indicated in paragraph 4.b.)
4. Requests for Bids, Bids and Awards
5. Shipping Documents and Requests for Shipment
6. Travel Orders, Vouchers, and Requests for Advances
7. Invoices, Bills, and Bills of Lading
8. Personnel Action Change Forms, Fitness Reports, and Career Membership Applications
9. Advice of Allotment Authorizations and Overtime Requests and Reports
10. Time and Attendance Reports
11. Agency and Office Regulations, Instructions, and Procedures
12. Catalogues, Brochures, and Library Material
13. Material dispatched or received through covert Post Office Boxes
14. IBM Machine Run Tabulations
15. Correspondence with contractors, the Office of Security or other Agency components regarding clearances and related security matters as posted on individual security cards.
16. Public Building Service Work Orders

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Enclosure No. 2

CONTROL NO. (1)	SEC. CLASS (2)	ORIGIN (3)	FILE NO. (4)
DATE OF MAT. (5)	DATE REC'D (6)	DATE OUT (7)	CROSS REFERENCE (9)
SUBJECT (10) (11) TO: FROM:			ROUTING (12) →
DEFER ACTION UNTIL (13)	ANSWERED (14)	NO. REPLY (15)	COURIER NO. (16)
FORM NO. 35-1 FEB. 1952			FILE AND ROUTING SLIP (18-42)
			1

INCOMING CORRESPONDENCE

Control Tickets prepared by R & S Branch and number assigned, which appears on the ticket and all copies of the document.

OUTGOING CORRESPONDENCE

Control Tickets prepared by secretary or clerk in originating component, attached to the document and routed through R & S Branch for numbering.

Form No. 35-1, to be redesignated Form No. 238, is comprised of six parts:

Copy No. 1

Stays with the document until finally dispatched, replied to, or filed.

Copy No. 2

Retained by R & S Branch and filed by origin or source of material.

Copy No. 3

Retained by R & S Branch. Filed numerically in suspense pending return of No. 1 Copy as reply, indicating "no reply required" or "filed in Div/Staff."

Copy No. 4

Copy taken by Div. or Staff as record of receipt or dispatch of material and disposition within the Div. or Staff.

Copy No. 5

Copy taken by Branch or other component as record of receipt or dispatch of material and disposition within the Branch or assignment to an individual.

Copy No. 6

Same as Copy No. 5.

Enclosure 3.

EXAMPLE OF PROPERLY PREPARED INCOMING TICKET

CONTROL NO.	SEC. CLASS	ORIGIN		FILE NO.	
	Secret	Management Staff		OL 5 5555	
DATE OF MAT.	DATE REC'D	DATE OUT	ROUTING	CROSS REFERENCE	
14 Nov 55	14 Nov	18 Nov			
SUBJECT Example of Properly Prepared Control Ticket. TO: Chief, Admin Staff/OL FROM: Chief, Mgt. Staff				ROUTING	TIME OUT
				OL/Admin	14 Nov
				R & S Br.	15 Nov
DEFER ACTION UNTIL	ANSWERED	NO REPLY		COURIER NO.	
FORM NO.	35-1 FILE AND ROUTING SLIP			1	
FEB. 1952					

EXAMPLE OF OUTGOING REPLY TO ABOVE (same ticket)

CONTROL NO.	SEC. CLASS	ORIGIN		FILE NO.	
	Secret	Management Staff		OL 5 5555-A	
DATE OF MAT.	DATE REC'D	DATE OUT	ROUTING	CROSS REFERENCE	
14 Nov 55	14 Nov	18 Nov			
SUBJECT Example of Properly Prepared Control Ticket. TO: Chief, Admin Staff/OL FROM: Chief, Mgt. Staff ----- A - TO: C/Mgt. Staff FROM: C/Admin Staff SUBJ: Same				ROUTING	TIME OUT
				OL/Admin	14 Nov
				R & S Br.	15 Nov
				OL/Admin	17 Nov
				C/Mgt. S	18 Nov
DEFER ACTION UNTIL	ANSWERED	NO REPLY		COURIER NO.	
	17 Nov 55				
FORM NO.	35-1 FILE AND ROUTING SLIP			1	
FEB. 1952					